

# **MEETING AGENDA**

**City of Huntington Beach  
PERSONNEL COMMISSION  
Wednesday, October 15, 2008  
Civic Center, Council Chambers  
5:30 P.M.**

## **1. CALL TO ORDER**

Commissioners: Gooch, Hunt, Barton, Garner, Bush, Clemens, Lipson  
Staff Liaison: Paul Emery, Deputy City Administrator  
Also present: Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources, and Sandy Henderson, Administrative Aide

## **2. PLEDGE OF ALLEGIANCE**

## **3. PUBLIC COMMENTS**

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

## **4. APPROVAL OF MINUTES**

Meeting of September 17, 2008

## **5. COMMISSION GOALS FOR THE COMING YEAR**

This item has been placed on the agenda at the request of the Personnel Commission Chair. Staff will provide a status update (Attachment).

## **6. LABOR RELATIONS UPDATE**

- FMA Negotiations

## **7. SECRETARY'S REPORT**

- Position Vacancy Report
- NEOGOV Data Report

## **8. COMMENTS FROM COMMISSIONERS**

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

## **9. INFORMATION ITEMS**

Grievance Report – October 2008

## **10. ADJOURNMENT**

Meeting adjourned to the next regularly posted meeting of November 19, 2008.

**ITEM # 4**

**MINUTES**  
City of Huntington Beach  
**PERSONNEL COMMISSION**  
**09/24/08**

Pending approval by Personnel Commission at the meeting on 10/15/08  
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

**CALL TO ORDER**

Chairperson Gooch called the Commission meeting to order at 5:30 PM.

**ROLL CALL**

Commissioners present: Barton, Clemens, Gooch, Hunt and Lipson  
Commissioners absent: Garner, Bush  
Others Present: Michele Carr, Director of Human Resources  
Sandy Henderson, Administrative Aide

**PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

A motion was made by Commissioner Barton and seconded by Commissioner Clemens to approve the minutes for the September 24, 2008 meeting (passed 5:0:2).

**PUBLIC HEARING**

- 5.a. Approve the new job specification for the position of Program Coordinator – Human Services in the Community Services Department, amending the City's classification plan.

A motion was made by Commissioner Hunt and seconded by Commissioner Lipson to approve the new job specification (passed 5:0:2).

- 5.b. Approve the job specification revision for the position of Irrigation Crewleader in the Public Works Department amending the City's classification plan.

A motion was made by Commissioner Hunt and seconded by Commissioner Clemens to approve the job specification revision.

- 5.c. Approve the job specification revision for the position of Irrigation Specialist in the Public Works Department amending the City's classification plan.

A motion was made by Commissioner Barton and seconded by Commissioner Clemens to approve the job specification revision.

**RE-APPOINTMENTS OF COMMISSIONERS WHOSE FIRST TERM EXPIRED AND ELECTION OF CHAIR AND VICE-CHAIR**

Michele Carr, Director of Human Resources, announced the City Council re-appointed Commissioners Jan Garner and David Barton to serve a second term on the Personnel Commission.

**MINUTES**  
City of Huntington Beach  
**PERSONNEL COMMISSION**  
**09/24/08**

Commissioner Hunt nominated Commissioner David Barton as Chairman and Commissioner Jan Garner as Vice-Chairman. This motion was seconded by Chairman Clemens (passed 5:0:2).

**COMMISSION GOALS FOR THE COMING YEAR**

The goals have been updated per the request reflected in the June minutes. Ms. Carr announced that the person filling the position of Principal Personnel Analyst will begin working with us within the next thirty (30) days and part of her assignment will be to conduct orderly reviews of the job specifications.

**LABOR RELATIONS UPDATE**

Ms. Carr reported that she is meeting regularly with the Fire Management Association (FMA) and are making very good progress in negotiations. She noted the last negotiations with FMA lasted approximately eleven (11) months. She is hopeful to have a resolution in the next thirty (30) days.

**SECRETARY'S REPORT**

Ms. Carr reported on position vacancies in each department as well as an update on the NEOGOV application program. She stated the requisitions are being processed through the NEOGOV system and staff is getting the recruitments processed and providing eligible lists to the departments in a timely manner. She emphasized the volume of on-line applications is approximately triple the amount of paper applications received prior to utilizing this program. A computer kiosk will be located outside of the Human Resources entrance which will allow applicants who may not have access to a computer elsewhere to utilize the system.

Commissioner Lipson asked if the City is increasing or decreasing the number of employees. Ms. Carr replied our current budget provided the same full-time equivalent positions as the last budget; there is neither net gain nor net loss.

Ms. Carr alerted the Commissioners to a minor modification made to the job specification for Administrative Environmental Specialist. The change is for the certification of basic swimming instruction by the American Red Cross to be completed in six months instead of twelve months, thereby coinciding with the probationary period.

Commissioner Hunt stated that some cities hire key positions to stay working with them after retirement and inquired if we consider this a necessity. Ms. Carr mentioned that the retired Director of Finance has remained with the City beyond his retirement date, in a consultative capacity, through the budget process and until the new City Administrator is on board.

**COMMENTS FROM COMMISSIONERS**

The Commissioners joined in complimenting Commissioner Gooch on his outstanding leadership and fine staff work as Chairman. Commissioner Gooch replied it has been a pleasure to be with them; he enjoys the good staff work and appreciates the comments.

**MINUTES**  
City of Huntington Beach  
**PERSONNEL COMMISSION**  
**09/24/08**

Chairman Barton also thanked Commissioner Hunt for his good work having served as a prior Commissioner and leadership resource.

**INFORMATION ITEMS**

Ms. Carr followed up on a request from Commissioner Gooch regarding the timeliness of appeals of grievances. A handout of Personnel Rule 20 was provided which outlines the review procedure in disciplinary matters indicating a five day period of appeal. She stated the history and philosophy has been to be as flexible as possible allowing as much due process as possible for employees. She was advised by the City Attorney's Office that the five day appeal is not a hard and fast rule. She mentioned the Personnel Rules have not been modified since 1978 and hopes to craft language to inject a maximum timeline for appeals when the rules are modified next calendar year. In the interest of fairness to the employee, we may widen the notification to Human Resources from five days with a broader timeline of 30 days and a maximum of 60 days.

Commissioner Hunt made the following motion; "When Personnel Rule 20 is modified, the draft version be provided to the Personnel Commission such that they can have the opportunity to make a recommendation on the timeline of appeals." The motion was seconded by Commissioner Gooch (passed 5:0:2).

Commissioner Hunt expressed a desire to meet Fred Wilson, the new City Administrator, and suggested inviting him to the next Personnel Commission meeting.

Commissioners Lipson, Gooch and Barton reported their attendance at the Ethics AB 1234 training workshop on September 18, 2008.

**ADJOURNMENT**

The meeting adjourned at 6:25 PM to the next regularly scheduled meeting of October 15, 2008.

**ITEM # 5**

## Goals for the Personnel Commission & Staff

- Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
- Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
- Develop new classifications to meet changing needs of the City.
- Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
- Design and conduct a Personnel Commission Orientation during the calendar year of 2008.



**ITEM # 7**

**POSITION VACANCY  
REPORT WILL BE  
DISTRIBUTED AT  
MEETING**

## **NEOGOV UPDATE OCTOBER, 2008**

Updated statistics regarding recruitments and applications as of October 8, 2008:

- Since “Go Live” on 12/11/07, the Human Resources Department has launched **102** recruitments. Of these 102 recruitments, 82 are for full-time regular positions and 20 are for temporary/part-time positions.
- Since 12/11/07, our recruitments have received a total of **153,846** hits.
- We have received **8,695** total applications since “Go Live.” Online applications totaled 8,654 (99.5%). Paper applications totaled 41 (.5%). The kiosk that will be stationed outside the Human Resources window and will be accessible to candidates who do not have other internet access should be installed before the end of the year.